

REQUEST FOR QUALIFICATIONS

TOWN OF ARLINGTON, MA

**John A. Bishop Elementary School Roof Replacement
RFQ #23-61**

October 5, 2023

The Town of Arlington (hereinafter the “Town”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44, to provide professional design and construction administration services for the John A. Bishop Elementary School Roof Replacement project.

The Request for Qualifications will be available for download via the Town’s website www.ArlingtonMA.gov/Purchasing any time after 11:00 a.m. on Thursday, October 5, 2023. Responses to the RFQ must be received at the Office of the Purchasing Agent, 2nd Floor, Town Hall Annex, 730 Massachusetts Ave., Arlington, Massachusetts, 02476, **on or before Thursday, October 19, 2023, at 10:00 a.m.**

The following disciplines or areas of expertise may be required to support the prime consultant:

- Structural Engineering
- Cost Estimating
- Materials Testing
- Utility rebate application management

STANDARDS:

1. The Town wishes to explore options for roofing materials that have a longer life expectancy than asphalt or slate.
2. The Town intends to install solar panels on the roofs at a later date.
3. The Town utilizes an integrated design approach involving input from a broad range of stakeholders.
4. Coordination with respect to maintaining the historic value of buildings is required when a building is classified as Historically Significant.

The Town of Arlington reserves the right to reject any or all responses, waive any minor informality in the selection process, and accept the response deemed to be in the best interest of the Town.

Price will not be considered when initially evaluating responses. After the finalists have been ranked, the Town will begin price negotiations with the top-ranked applicant.

THERE MUST BE NO MENTION OF THE APPLICANT’S FEE IN THE RESPONSE. ANY MENTION OF THE FEE WILL SUBJECT THE RESPONSE TO REJECTION.

**James Feeney
Town Manager**

INSTRUCTIONS TO APPLICANTS

CONTENTS OF THE APPLICATION: Each application should (1) contain only pertinent information and the requested documentation, (2) demonstrate how the applicant meets the evaluation criteria set forth in the Request for Qualifications, and (3) have a table of contents or easily discernible labeled sections.

Each application must contain, at minimum, (1) a completed “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)” as developed by the Designer Selection Board of the Commonwealth of Massachusetts; (2) résumés of all persons participating in the Project, including, but not limited to, the principals and consultants; and (3) a completed Certificate of Non Collusion and State Tax Certification. An application that fails to provide the information and documentation requested may be deemed nonresponsive and therefore rejected, unless the Town determines that such failure constitutes a minor informality.

Applications should not be submitted with acetate covers or three-ring binders.

SUBMISSION OF THE APPLICATION: One original, one hard copy, and one digital copy in PDF format on a flash drive sealed in a single envelope plainly marked with the name and address of the applicant and the words “#23-61 RFQ for Design Services – Bishop Elementary School Roof Replacement” must be received on or before the date and time specified herein. It is the responsibility of the applicant to ensure that delivery is made in a proper and timely fashion. Any applications received after such time will not be accepted, unless this date and time have been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph.

SITE VISIT: Interested firms are invited to visit the building prior to submitting their application and may do so in the company of Fergal O’Brien on **Thursday, October 12, 2023, at 10:00 a.m., at Bishop Elementary School, 25 Columbia Rd, Arlington, MA.**

QUESTIONS AND CLARIFICATIONS: Questions or requests for clarification must be submitted in writing via email to mdenatale@town.arlington.ma.us, no later than **10:00 a.m. on Friday, October 13, 2023**. At the sole discretion of the Purchasing Agent, an addendum will be issued with clarifications or answers to the questions.

ADDENDA: Any addenda issued will be posted to the Town’s website. It is the responsibility of the applicant to download any such addenda.

CORRECTION, MODIFICATION, OR WITHDRAWAL OF APPLICATION: Prior to the deadline for receipt of applications in response to the RFQ, an applicant may correct, modify, or withdraw its application by making the request in writing. All corrections, modifications, or withdrawals must be delivered to the Purchasing Department in a sealed envelope plainly marked with the applicant’s name, the RFQ number and title of the project, the deadline for the receipt of the application, and a notation that the envelope contains a correction, modification, or withdrawal of the original application submitted for the particular project.

ADDITIONAL INFORMATION REGARDING THE PROJECT: Additional information with regard to the project may be attached hereto. Any such information is deemed incorporated herein and made a part hereof.

DURATION OF APPLICATION: An application will remain in effect for a period of ninety (90) calendar days from the application deadline, unless it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFQ is cancelled, whichever occurs first. The Town reserves the right to reject any and all applications, or portions thereof.

SELECTION CRITERIA: The selection of the finalists will be based, at minimum, on the following criteria: prior similar experience; past performance on public projects; and identity and qualifications of the consultants who will work with the applicant on the project, including professional registration when required.

SELECTION PROCESS: All applications will be reviewed by the Town Manager or his designees. The Town Manager will select a minimum of **three (3)** finalists from among the applicants. The Town Manager may seek additional information from the finalists and may, at his sole discretion, interview the finalists. Applicants chosen for interviews will be notified, either by email or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

The first ranked finalist will be notified either by email or telephone of the selection and will be asked to submit a fee proposal to the Purchasing Officer. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the Town will request the second ranked finalist, then, if necessary, the third ranked finalist, to submit a fee proposal in the same manner as for the first ranked finalist. In the unlikely event negotiations are unsuccessful with the three top finalists, the Town may re-advertise the RFQ or may select additional finalists from the original pool of applicants.

Once successful negotiations have concluded, or if the fee has been set, the Town will prepare the contract and submit it to the successful applicant for signature. Upon receipt of the executed contract and all other required documents, the Town will have the contract signed by Town officials.

END OF INSTRUCTIONS TO APPLICANTS

SECTION I: SCOPE OF SERVICES

The Town of Arlington is seeking applications from qualified individuals or firms to provide professional design services, including all activities necessary to study, design, prepare construction documentation and plans, and provide bidding support and construction administration services for a roof replacement project at the John A. Bishop Elementary School, 25 Columbia Road, Arlington, MA

Study work may include but not be limited to investigation and analysis of the existing structure, understanding space use and layout, and reviewing square footage and occupancy. All design work should consider options to improve energy efficiency and sustainability. When and where feasible, designs should make use of existing building infrastructure. The design should also incorporate tie in of the new roof to existing building equipment.

Design and construction drawings, equipment schedules and detailed project specifications, including general conditions, will be prepared on behalf of the Town. It is expected that the applicant will prepare construction cost estimates for the Town, as well as anticipated project schedules and duration. During bidding, the proposer is expected to answer bidder questions via addenda and assist with necessary due diligence of apparent low bidders. Construction administration services will be provided in accordance with existing industry standards and best practices and include submittal review and response. The necessary affidavits will be completed. Additional scope of work may be added as needed.

Applicants must have experience resolving engineering issues related to public buildings, a thorough understanding of State and Federal laws, and a demonstrated working knowledge of all aspects of building design related to the equipment materials below.

Replace:

- Slate Roof
- Rubber Roof
- Flashing
- Renovation of cupola. Scrape paint and replace any damaged wood.
- Design firm will provide testing of existing materials.

Applicants must demonstrate the ability to provide the services described in this document, must meet all minimum criteria, and must submit a complete proposal.

A contract will be awarded within 90 days of the proposal submission date, unless the award date is extended by consent of all parties concerned.

Consultant Project Team

The proposal must demonstrate that Project Team members have some or all of the specific experience outlined in this request. A Team Leader for the Project Team must be designated.

The selected firm or individual should have as part of the team the following disciplines: architectural design, structural engineering, and cost estimating.

Each member of the Team must have demonstrated successful experience within his or her discipline. Members of the Project Team who are registered with a professional organization should provide evidence of registration or licensing to practice professionally within the Commonwealth of Massachusetts.

The following services may be required by the Town during the course of its contract with the successful applicant. The service descriptions provided should not be presumed complete, but rather indicative of those services typically required.

1. DESIGN SERVICES

- a. General Services: Design work to support the roof replacement.
- b. Project Administration: Develop work plans, schedules with timelines, staff requirements and schedules of meetings with Town staff in support of proposed design project. Support Town staff with facilitation of stakeholder relations and outreach, including preparation of notifications and assistance with meetings.
- c. Field Investigations: Perform field investigations necessary for the design and completion of the proposed project.
- d. Permitting: Identify and/or prepare federal, state and local permits required for the proposed project.
- e. Plans and Specifications: Prepare and provide electronic and hard copies of all plans and specifications as required by the Town.
- f. Meeting Attendance: Attend meetings with Town staff and Historical Commission to discuss project progress and results of design work and to obtain direction from Town staff.
- g. Bidding Services: Attend pre-bid conference and prepare written response to questions of potential bidders. Prepare any addenda to bid documents. Assist the Town in evaluating bids and awarding the contract. Assist the Town in preparing documents required by applicable authorities for award of the contract.

2. CONSTRUCTION MANAGEMENT SERVICES

- a. Administration Services: Review schedules, shop drawings and schedule of values prepared by the contractor. Manage pre-construction and construction progress meetings. Prepare all change orders with accompanying backup material. Review payment requests and make recommendations to the Town. Review/verify all certificates and operation and maintenance manuals as required. Prepare record drawings in electronic and hard copy form.
- b. Shop Drawings/ Samples/Requests for information: Administer, review and approve/disapprove, in a timely manner, shop drawings and submittals as provided by the contractor. Receive, review and approve/disapprove, in a timely manner, all samples furnished by the contractor. Provide timely responses to requests made by the contractor for information and clarification of contractual requirements.
- c. Field Design Services: Assist the contractor in understanding the contract documents and check for contractor's compliance with the contract documents. Conduct periodic on-site construction review of the work in progress and determine if work is in conformance with contract. Record and report unsatisfactory work to the Town and notify the contractor in writing of the defective work. Observe and record the results of the testing of any materials or equipment required in the contract. Consider and evaluate suggestions for modifications made by the contractor. Maintain orderly records of all field reports, correspondence, meeting minutes and contract documents. Provide copies of these documents to the Town. Attend weekly construction meetings. Develop a list of observed items requiring correction or completion before recommending the issuance of a Certificate of Substantial Completion. Verify that all items on the list have been completed or corrected by the contractor.

3. STATE AND FEDERAL LAW COMPLIANCE

Research specific current or proposed State and Federal Laws, regulations and guidance documents

that may affect the operations of municipal public work. Evaluate existing Town practices and operations to determine compliance with a specific current or proposed State or Federal Law, regulation or guidance documents.

Regulations

The project design must comply with all applicable federal and state laws and Town bylaws and regulations.

Project Schedule

The Town plans to begin work on this project immediately upon award of the design services contract.

SECTION II: GENERAL TERMS AND CONDITIONS

1. The contract for this project will be between the Town and the Designer and will be administered by the Facilities Department.
2. An application will remain in effect for a period of 90 calendar days from the deadline for submission of applications or until it is formally withdrawn, a contract is executed or this RFQ is canceled, whichever occurs first. The Town reserves the right to reject any and all proposals.
3. The Town will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
4. Any changes or additions to consultants or personnel named in the application must be submitted in writing and approved by the Town .
5. The Town encourages minority firms to apply, and, if subcontractors are used, encourages the use of minority subcontractors.

SECTION III: EVALUATION OF THE APPLICATIONS

1. **Application Package:** Each applicant must submit a written response to this RFQ which includes full and clear descriptions of evaluation criteria outlined in Section V. The Town Manager or his designees will evaluate each application based on these evaluation criteria.
2. **Price Proposal:** Price will not be considered when initially evaluating a response. After the finalists have been ranked, the Town will enter into price negotiations with the first ranked applicant. **DO NOT SUBMIT A PRICE PROPOSAL.**
3. **References:** References will be contacted to determine if the applicant is responsive and responsible. References will be asked about their overall impression of the applicant, quality of work performed, understanding of factors affecting implementation, and the timeliness of the product. The Town reserves the right to use itself as a reference.
4. **Interviews:** The Town Manager may interview the ranked finalists to determine if they are responsive and responsible and meet the needs of the Town. Interviewees should include the Team Leader and additional key personnel who will be working on the project on a day-to-day basis. The Town will not assume any travel costs related to these interviews, if conducted in person.
5. **Award of Contract:** The Town may award a contract to the chosen responsive and responsible application. The Town reserves the right to reject any and all applications if it determines that it is in the best interest of the Town to do so.

SECTION IV: APPLICATION SUBMISSION REQUIREMENTS

1. "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (blank attached).
2. A list of at least three clients, two of whom must be in the public sector, for whom the applicant has provided similar design services. Applications must include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references. It is very important that these references' contact numbers are accurate. If there is no person at the number or no one returns the Town's call, the application will be determined not to have the required references.
3. Resumes of key staff who will be assigned to this project, with a description of responsibilities. A Team Leader for the project must be identified.
4. Signed Anti Collusion and Tax Compliance Forms (blank attached)

SECTION V: EVALUATION CRITERIA

Evaluation of applicant's qualifications will be based on the criteria enumerated below. Applicants are encouraged to organize their proposals according to these criteria and address each item clearly and concisely.

1. Experience demonstrated by the proposed project team in designing similar projects as outlined in the scope of services, with particular emphasis on the professional experience that key team members have designing building envelope retrofits for school buildings.
2. Quality of work as determined by references.
3. Public sector knowledge demonstrated by the project team's project experience, with particular emphasis on the professional experience that individual team members have as prime consultant on public building projects.
4. Professional registrations The relevant personnel on the team have the professional licenses required to execute this project.
5. Capacity and Timeliness as demonstrated by the firm's size and the number and volume of current projects.
6. Responsiveness to Scope of Services The firm's response demonstrates an understanding of the requirements of the project and proposes a strategy for carrying out the work effectively.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

**THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH
THE BID OR PROPOSAL**

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, the undersigned, acting on behalf of the Contractor, certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Name of business

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:		2. Project #																																																																																																	
			This space for use by Awarding Authority only.																																																																																																	
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																		
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																		
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:																																																																																																		
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): <div style="display: flex; justify-content: space-between;"> Email Address: Fax No.: </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Telephone No: </div>		3. Check Below If Your Firm Is Either: <div style="display: flex; flex-direction: column; align-items: flex-end;"> <div>(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/></div> <div>(2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/></div> <div>(3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></div> <div>(4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/></div> <div>(5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/></div> </div>																																																																																																		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Admin. Personnel</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 20%;">Ecologists</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 20%;">Licensed Site Profs.</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 10%;">Other</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>(_____)</td> <td>Electrical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Environmental</td> <td>_____</td> <td>(_____)</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Fire Protection</td> <td>_____</td> <td>(_____)</td> <td>Specification Writers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>(_____)</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Structural Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>(_____)</td> <td>Industrial</td> <td>_____</td> <td>(_____)</td> <td>Surveyors</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>(_____)</td> <td>Interior Designers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>(_____)</td> <td>Landscape</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td>Total</td> <td>_____</td> <td>(_____)</td> </tr> </table>					Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)	Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)	Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)	Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____	(_____)
Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)																																																																																									
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)																																																																																									
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)																																																																																									
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)																																																																																									
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)																																																																																									
Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)																																																																																									
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)																																																																																									
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____	(_____)																																																																																									
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

CITY / TOWN / AGENCY

Prime Consultant
Principal-In-Charge

Project Manager for Study

Project Manager for Design

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 20%;">% Ownership</td> <td style="width: 20%;">MA. Reg.#</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 20%;">% Ownership</td> <td style="width: 20%;">MA. Reg.#</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
Submitted by (Signature) _____	Printed Name and Title _____ Date _____																																